



To the Honorable Council  
City of Norfolk, Virginia

February 23, 2016

From: Capri M. Stanley-Smith, Director of Human Resources

**Subject:** Amend and reordain the FY 2016 Compensation Plan

Reviewed: Sabrina Joy-Hogg  
Sabrina Joy-Hogg, Deputy City Manager

**Ward/Superward:** Citywide

Approved: Marcus D. Jones  
Marcus D. Jones, City Manager

**Item Number:**

**R-10**

I. **Recommendation:** Adopt Ordinance

II. **Applicant:** City of Norfolk

III. **Description:**

This agenda item is an ordinance to amend and reordain the FY 2016 Compensation Ordinance to provide bonuses for employees who were not initially eligible for an increase due to reaching the maximum of their respective pay range.

IV. **Analysis**

The FY 2016 Compensation Plan approved in May 2015 provided at least a two percent general wage increase (GWI), 2.5 percent step increase and/or a bonus for most employees. However, there were some employees who did not receive an increase because they were beyond the maximum of their pay range. This amendment allows these affected general and constitutional employees to receive a two percent bonus and the affected sworn officers to receive a 2.5 percent bonus.

V. **Financial Impact**

This action will cost an estimated additional \$185,000 to provide the affected employees with a bonus.

VI. **Environmental**

N/A

VII. **Community Outreach/Notification**

N/A

**VIII. Board/Commission Action**

N/A

**IX. Coordination/Outreach**

This letter and ordinance have been coordinated with the Department of Human Resources, Office of Budget and Strategic Planning and the City Attorney's Office.

Supporting Material from the City Attorney's Office:

- Ordinance

2/19/16 (sb)

Form and Correctness Approved:

By BAL  
Office of the City Attorney

Contents Approved:

By Sabuna  
DEPT. Human Resources

Pursuant to Section 72 of the City Charter, I hereby certify that the money required for this item is in the city treasury to the credit of the fund from which it is drawn and not appropriated for any other purpose.

\$ 185,000<sup>00</sup>      various  
Account  
Director of Finance      2/19/16  
Date

NORFOLK, VIRGINIA

## ORDINANCE No.

AN ORDINANCE AMENDING AND REORDAINING THE FISCAL YEAR 2016 COMPENSATION PLAN (ORDINANCE NO. 45,954) TO ADD ONE NEW SECTION AUTHORIZING A BONUS FOR CERTAIN EMPLOYEES.

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BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That the fiscal year 2016 Compensation Plan Ordinance (No. 45,954) of the City of Norfolk is hereby amended and reordained so as to add one new section, numbered and reading as follows:

Section: 3.5: Bonuses.

- (a) General City Employees and Employees of Constitutional Officers.

Effective January 8, 2016, a one-time bonus of two percent (2%) shall be provided to those general City and Constitutional employees hired prior to July 1, 2015, who were ineligible for the general wage increase or bonus of January 8, 2016, because their annual salaries were at or above the maximum of their pay ranges. A general City employee is one who is not a "public safety officer" in the compensation plan with two and a half percent (2.5%) steps.

- (b) Sworn Employees.

Effective January 8, 2016 a one-time bonus of two and a half percent (2.5%) shall be provided to those sworn employees that were hired prior to July 1, 2015 and are no longer serving a probationary period as of December 31, 2015, who were ineligible for the step increase or bonus of

January 8, 2016, because their annual salaries were at or above the maximum of their pay ranges.

(c) No employee shall be entitled to a bonus under both section (a) and (b) above. Only those employees eligible on January 8, 2016 hereunder are eligible for a bonus.

Section 2:- That this ordinance shall be in effect from and after its adoption.